STARS INSTRUCTIONS
FOR CERTIFICATION PROGRAMS
Office of the Arizona State Fire Marshal

The STARS system has changed the way training and testing are scheduled. This document contains instructions and guidelines for Instructors and Program Coordinators, to assist in the process of creating new certification classes, scheduling examinations, and ensuring that students receive credit for training completed.

Scheduling a new program

- Departments wishing to sponsor a certification program must fill out the "**New Certification Program Application Form**". This form can be found on our website: www.dfbls.az.gov/state_fire_marshal/. A valid e-mail address is now required on all training requests.

- All programs must be approved by the OSFM **at least 30 days** prior to the start of the program if state certifications are to be issued. Any exceptions must be approved by the OSFM Training Director.

- The document titled "**STARS Instructions for Students**" gives step-by-step instructions for students on how to get an account in STARS. Students must have a STARS account in order to receive an EIN (STARS Electronic Id Number). This number is used instead of Social Security Number as a unique student identifier. The students are required to give their EIN to the instructor in order to be included on the roster. Only students with EIN's will be eligible to receive a state certificate.

- **Two weeks** after the start of the program, the Program Coordinator must submit a roster by fax or email to the OSFM listing all students eligible to test for state certification. This roster must contain both the **name and EIN** for every student in the program. Only students with both names and EIN's on the roster will be eligible to test.   The roster will be entered into STARS and become the official program roster. Approval of the OSFM Training Director is required to add a student to the roster for testing if that student is not on the official program roster.

Written and Practical Skill Certification Testing

- **Thirty days prior** to a requested exam date, Program Coordinators must email or fax to the OSFM a "**Request for Certification Testing**" form found on our website at www.dfbls.az.gov/state_fire_marshal/ and a final roster of students who completed the program and who are eligible for testing, alphabetized by student name with EIN's. **All students eligible to test must be listed on the roster even if they will not be testing with the program** (please indicate any students who will not be testing with your program). The final roster must not contain any names that were not on the original submitted roster unless approval from the OSFM Training Director is received.

- **DO NOT INCLUDE SOCIAL SECURITY NUMBERS ON THE ROSTER**. The OSFM is no longer using Social Security numbers to track students.

CONTACT INFORMATION

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